



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

| | | | |
|---|---|---|--|
| Procedure No.: MSP 1.3.102 | Subject: CORRECTIONAL OFFICER POST ASSIGNMENTS | | |
| Reference: DOC Policy No. 1.3.9 | | Page 1 of 4 and no attachments | |
| Effective Date: July 14, 1997 | | Revision: (new effective date) June 6, 2012 | |
| Signature / Title: /s/ Leroy Kirkegard / Warden | | | |

I. PURPOSE

To outline the procedures for assigning correctional officers to their posts.

II. DEFINITIONS

none

III. PROCEDURES

A. Probationary Status

1. Newly hired Correctional Officers (COs) may be rotated on different shifts during the six month probationary period to provide them broad experience and in-depth training.
2. Command Post staff will assign COs to one of the three regular shifts at the conclusion of their probationary period.
 - a. The shift will be determined according to the needs of the institution, and the notification of what shift he or she have been assigned to will be provided in writing to the CO at least ten working days in advance of the scheduled change.
 - b. After being assigned to their regular shift a CO may exercise his/her seniority rights in bidding for shift and days off.

B. Correctional Officer (CO) Scheduling – General Guidelines

1. Purpose
 - a. To increase communication with CO staff, Unit Management Team (UMT) staff, and staff from various facility work areas by providing written documentation outlining how CO staff scheduling and post assignment are made. Facility need for security, order, and appropriate staffing are to be considered in making individual CO post assignments.
 - b. To provide COs with consistency in post assignments.
 - c. To provide UMT staff “regular” staff in the housing units to assist them in conducting consistent daily operations and maintaining a level of knowledge and awareness of unit inmates and housing operations. In addition, this will provide consistency in operations for inmates, improving overall facility security and safety.
 - d. To give Command Post staff the discretion to schedule a CO’s work week to a “regular” assigned post, while leaving days available for rotation/training in other posts.
 - e. To provide a means of rotating COs through the various posts within the facility, ensuring to the degree possible, they have experience in working all posts or areas.

| | |
|------------------------------|---|
| Procedure No. MSP 1.3.102 | Subject: CORRECTIONAL OFFICER POST ASSIGNMENTS |
| Effective Date: June 6, 2012 | p. 2 of 4 |

- f. To encourage CO staff to work with Command Post and UMT staff on potential locations for future scheduling when post rotation time periods occur, while enhancing and improving communication between all staff concerning CO scheduling issues.
 - g. To help ensure that the essential duty of all COs is for them to be able to work all posts within the facility, due to the fact that CO scheduling, training, post rotations, etc. all contribute to the attainment of this essential CO duty.
 - h. To ensure that a CO's gender will only be considered when specific, documented, bona fide, job-related criteria restrict a post assignment to a male or a female officer.
 - i. To provide some advance notice to staff of post rotations and assignments.
2. Establishing CO Staff Scheduling
- a. Command Post staff will work with UMT staff as needed to determine all housing unit post assignments. They will:
 - 1) Consider requests from UMT staff.
 - 2) Adjust CO staff assignments as needed due to various issues within housing units or between staff members or as a result of employee's performance issues.
 - b. Command Post staff are responsible for scheduling COs in a manner that is responsive to facility operational needs, taking into account the union contract, facility security, and public safety.
 - 1) At any time, based on facility need and emergencies, Command Post staff in conjunction with UMT staff, have the authority to make the appropriate changes in CO staff post assignments.
 - 2) CO staff should not assume that a post assignment cannot be changed or that they have a right to a specific post.
 - c. Bid posts, such as Transportation, IPS, Ranch Officers, etc., will remain as currently scheduled.
 - d. COs may be assigned to the same housing unit for a 5 day period, but assigned to different posts within the housing unit. For example a CO may be assigned to work in a control cage for 3 days and as a floor officer for 2 days within the same housing unit (or any similar combination).
 - e. On all three shifts, on any given day of the week, there may be a number of unassigned or relief COs on the schedule due to the overall facility CO relief factor, and the fact that some training on shift is built into the relief factor.
 - 1) Training does not occur all days, and as a result the schedule will reflect some unassigned or extra relief CO staff.
 - 2) Assigning these unassigned or extra relief COs to a specific post is not intended as a mechanism for authorization of Command Post staff to grant additional days off for CO staff, but rather as an additional pool or resource of COs that can be used for any facility need.
 - 3) These COs may be assigned to any post or any location within the facility at the discretion of Command Post staff as facility operations dictate.
 - f. The MSP administration and Command Post staff will identify posts/positions that are specialized in nature and will discuss and implement a procedure to determine how these posts will be filled.

| | |
|------------------------------|---|
| Procedure No. MSP 1.3.102 | Subject: CORRECTIONAL OFFICER POST ASSIGNMENTS |
| Effective Date: June 6, 2012 | p. 3 of 4 |

- 1) Specialty or critical posts may have staff assigned to the same post for 5 consecutive days (includes posts such as visiting, property, construction, main control, single man, etc.) depending on the shift, facility need, coverage for cell extractions, etc.
- 2) For some shifts, such as 3rd shift, staffing is limited and staff assignments may be arranged so that Command Post staff are able to assign COs to work a particular post, but also re-assign them during the shift to be utilized as a member of a cell extraction team or to attend to other special needs for a period of time.
- g. Locked Housing Units
 - 1) Probationary COs will not be assigned to a control room/cage post until there is documentation they have completed the required training.
 - 2) During a CO's first 6 months of employment, they can be assigned to a locked housing unit control room/cage post, but only if another CO is assigned to be present in the control cage with them at all times.
 - 3) Probationary COs will not be assigned to a floor officer post in a locked housing unit unless the other COs assigned to that unit during that shift are more senior employees or have completed their probation.
- h. Command Post staff may assign a CO that has moved from one shift to another to a relief post until the existing schedule is adjusted.
- i. CO staff post assignments may be impacted by:
 - 1) Overtime issues and union contract of selecting post when on overtime;
 - 2) facility emergencies or need;
 - 3) specialty skills; and/or
 - 4) staff vacation and various leave allowed.
- j. CO post assignment rotation
 - 1) A CO's post assignment rotation may occur anytime after one year of being assigned to a post.
 - 2) Post rotations may require some COs to remain in a post assignment for longer than one year due to operational necessity.
 - 3) At no time will all COs assigned to a housing unit or work area with more than one CO post be rotated to other posts at the same time.
 - 4) All posts that are not bid posts will be subject to post rotation. To the extent possible, when CO staff rotation occurs, the affected CO staff will be rotated to a unit with a different custody level or inmate programming opportunities in order to broaden the CO's experience within the facility and aid in professional development.
 - 5) A CO may be subject to a post rotation before one year has elapsed due to assessment of the CO's performance, other facility issues, or circumstances that are clearly noted and documented.
- k. CO Regular Days Off (RDO)
 - 1) Command Post staff will review CO staff RDOs to ensure that RDOs are balanced (to the extent possible) throughout the work week.
 - 2) If a particular shift is unbalanced, Command Post staff will make the necessary adjustments to officer RDOs.

| | |
|------------------------------|---|
| Procedure No. MSP 1.3.102 | Subject: CORRECTIONAL OFFICER POST ASSIGNMENTS |
| Effective Date: June 6, 2012 | p. 4 of 4 |

- l. Command Post staff will:
 - 1) Ensure a complete two week staffing projection is maintained, with adjustments made as situations arise throughout the week.
 - 2) Ensure CO post assignments are maintained and consistent with authorized post.
 - 3) Update changes to CO staffing projections and the daily CO staff schedule as quickly as possible.
 - 4) Generate and maintain CO staffing schedules using the Intelli-Time® scheduling system. Ensure that any changes to the CO schedule are updated on the Intelli-Time® system in regards to hours worked, time taken off for any reason(vacation, sick leave, military, etc.), or any other factor that would impact the schedule.
 - 5) Identify and address CO staffing deficits to ensure the appropriate numbers of COs are scheduled to achieve the required CO staffing levels. This may include the use of overtime or mandatory overtime.
 - 6) Make adjustments to CO post assignments, assign CO staff to overtime, and take the necessary steps to ensure the facility CO posts are covered on every shift.
 - 7) Comply with requirements within the union contract in regards to COs.
 - 8) Appropriately communicate and work with UMT and CO staff on issues raised regarding CO scheduling.
- m. Unit Management Team staff will:
 - 1) Appropriately communicate and work with CO and Command Post staff concerning CO scheduling and any issues or conflicts that may develop regarding the scheduling of CO staff in their units.
 - 2) As CO staff rotate through housing units, or new CO staff assignments are made, provide the COs with appropriate direction and training on daily housing unit operations, appropriate tool/equipment use, inmate custody levels, programming, etc.
 - 3) Ensure information concerning post orders, unit rules, contact numbers, etc. are readily accessible in the unit Sergeant's office for all staff working in the housing units.
 - 4) Provide direct supervision of CO staff and work with individual COs and Command Post staff concerning specific performance issues through training, corrective counseling, supervisor notes, and progressive discipline.
 - 5) Conduct housing unit briefings or meetings as needed, to ensure UMT and CO staff assigned to the various posts in the unit have the same information and direction.

IV. CLOSING

Questions concerning this operational procedure should be directed to the Security Major.

V. ATTACHMENTS (none)

